

Instructions for Completing the Orientation & Annual Training Forms

In order for your license to be renewed, these forms must be accurately completed before your Licensing Specialist arrives for your Announced Inspection. Your Licensing Specialist will review these completed forms as part of your Announced Inspection.

Orientation Training Form

1. At the top of the first page list the center's name and the date the form was completed.
 2. In the 1st row list the first and last name of any new directors, caregivers, substitutes, or volunteers who started after your Announced Inspection last year. Up to five new people will fit on each page. If you have more than five new people, make additional copies of the 2nd page.
 3. In the 2nd row write the date the person completed his/her orientation training.
 4. In the 3rd row write the date the person began his/her full caregiving duties, including being left alone with children (except assistant caregivers, who may never be left alone with children).
 5. In the remaining rows, mark an "X" under Yes if the topic was included in the person's orientation training or mark an "X" under No if the topic was not included in the person's orientation training.
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Annual Training Form

1. Annual Training Forms must be completed for **each** director and for each caregiver. A form must also be completed for each substitute who works an average of 10 or more hours per week. Staple each individual's pages together so there is one set of stapled pages for each person.
2. At the top of the first page, list the individual's name. At the bottom of each page, number the pages for that individual.
3. For the 14 rows on the first page and the 8 rows on the 2nd page for each required annual training topic, enter the date of the training when that topic was covered, how many hours/minutes the training was, whether the training was face-to-face, and who delivered the training. If multiple required topics were covered at the same training, for the first topic covered at the training put the date, total hours/minutes of training, whether the training was face-to-face, and who delivered the training. On the rows for all of the other topics covered at that same training, put only the training date and do not fill in the columns for hours/minutes of training, face-to-face, or who delivered the training.
4. At the bottom of the first page, total the hour/minutes of training for all training classes on that page. If multiple topics were covered at the same training, count the hours/minutes of that training only once.
5. Make as many copies of the 3rd page as needed. Fill in the total training hours at the bottom of each page and make sure the pages are numbered
6. For training received from outside sources (for example, CCR&R, Child Care Licensing, conferences, workshops, or schools), staple documentation of the training to the Annual Training Form. It can be either the original documentation/certificates or a copy. The Licensing Specialists will **not** take these forms with them. They will leave them with you after they have reviewed them.

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at:
www.health.utah.gov/licensing.